

## 7.2 Administrative Orders Relating to Reorganization

Administrative Orders are those reorganization directives that affect the lower three levels of government: branches, sections and units. Administrative Orders do not require ratification by the General Assembly. All Administrative Orders follow the same basic procedures as Executive Orders except that they are not recorded in the Secretary of State's Office, and they become official agency records rather than official statewide records.

The following procedures for submitting reorganization requests by administrative order are intended to comply with KRS Chapters 12 and 18A.

1. Send the documents described below to the Governor's Office for Policy and Management (GOPM), Room 284, Capitol Annex.

Copies of these documents will be distributed to the Personnel Cabinet, and the Governor's General Counsel. If any of these agencies request supplemental documentation, GOPM will notify the initiating agency accordingly.

Once reviews are complete, GOPM will contact the agency to sign an official copy for final processing. A lead time of at least two weeks is helpful to properly enter data into the data base files and to allow time for proper notification to all necessary units in central offices. **All Orders should carry an advanced effective date of no less than two weeks.**

To prevent an overlap with personnel increment dates which occur on the first of the month, it is recommended that reorganizations be effective on the **sixteenth** of the month. This decreases the burden of paperwork for your agency and for GOPM and provides sufficient lead time to process notifications.

2. Send the [Administrative Order](#) with a cover letter signed by the cabinet secretary or independent agency head authorizing agency approval of proposed changes. The letter should include the name of the agency contact person who has detailed knowledge about the request.

3. Include a summary of the [Reorganization Plan](#) with **detailed** documentation of how agency services would be affected, as well as personnel and fiscal impacts. The Plan should include a summary of the Order and how the reorganization will benefit the agency's programs and/or improve the delivery of service. Reference related statutes, regulations, Attorney General's opinions. Any request resulting from a federal program change should also be noted along with documentation of how the federal alteration will require change on the state level. Attach related administrative orders.

Other detailed information should include the number of employees affected by the proposed reorganization, any newly created positions or promotions which may result, estimated cost by source of funds,

- categories of personnel costs, operating expenses, capital outlay or fund transfers, additional space requirements, and what groups, if any, outside the agency might be affected or interested in the reorganization.
4. Include [current organizational charts](#) depicting organizational number in each valid cost center (organizational entity). All programs and/or cost centers that will be consolidated or abolished under the proposal should be clearly indicated in an accompanying narrative. Only cost centers bearing valid organizational numbers should be depicted on charts. Individual positions should not be shown as separate cost centers.
  5. Include [proposed organizational charts](#) depicting organizational number in each cost center.
  6. All Administrative Orders for each agency should carry a numerical designation for identification. For example, the first Administrative Order for an agency in 2004 should be titled "Administrative Order 04-1, XXX Cabinet." This simple procedure will enable each cabinet or agency to maintain central records of all organizational change requests.
  7. All of the documents requested above, the [Checklist of Changes Relating to Reorganizations](#), the ["Structural From-To List"](#), and the ["Position From-To List" \(Crosswalk\)](#) must be submitted for review. Incomplete submissions will be returned to the agencies for correction.